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SECURITY INFORMATION

~~CONFIDENTIAL~~ January 1953

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

SUBJECT : Weekly Activities Report for Week Ending 9 January 1953

1. Transportation Division

25X1C4a

b. Briefing of President-Elect

Reservations for personnel scheduled to brief President-Elect Eisenhower on Agency matters have been confirmed through 20 January 1953.

25X1C4a

2. Supply Division

25X1A6a

a. [REDACTED]

The packing and crating backlog has been reduced to 10 days. During the period 523 cases weighing 87,515 lbs and measuring 5,745 cu ft were packed and crated.

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No Change in Class.	<input type="checkbox"/>
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Auth:	HR 70-2
Date:	10-17-78
By:	36

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b. [REDACTED]

A lack of sufficient personnel to accomplish the workload now exists at this station. [REDACTED] Company is taking the necessary action to correct this situation.

3. Real Estate and Construction Division

a. Explosive Storage in Washington Area

Sufficient secure storage space for the small amount of explosives which the Agency may require in the Washington area has been obtained at [REDACTED] at no cost to the Agency.

b. Project [REDACTED]

Meeting was held on 9 January 1953 in [REDACTED] with the owner to make final leasing arrangements. Results of this meeting are not available as yet.

c. Project [REDACTED]

Claim for extra compensation (\$22,400.40) for ground preparation of [REDACTED] area investigation completed, and basis for negotiations determined. Site 2 completed with the exception of remaining clean-up items. Office of Training will award a "maintenance type contract" for steam line connections from existing steam distribution system to existing [REDACTED] heating system. One pump, value of \$457. now included in our list of surplus material has been made available in this connection. Contract has not been forwarded to Finance pending signature of General Counsel. Progress is continuing and completion of remaining items of work is scheduled for 26 January.

4. Purchase Division

a. Contract Documents

1. During the period 17 contract documents with a total money value of \$144,418 were executed:

Contract Number

2

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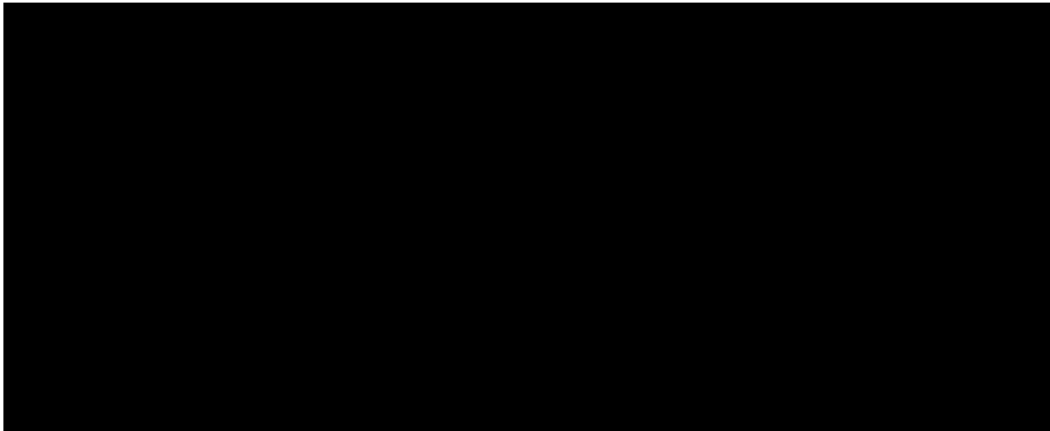
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b. Survey

Instructions for Transportation and Construction and Real Estate personnel going to [redacted] in survey group have been prepared in detail, based on information furnished by DD/P Admin. Above mentioned personnel will leave Washington 14 January 1953.

25X1A6a

For
[Signature]
JAMES A. GARRISON
Chief of Procurement and Supply

PSO/AKS/mtd (9 January 1953)

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4